

Meeting called by: Scott Ziegler
Type of meeting: Monthly
Facilitator: Scott Ziegler
Note taker: Scott Ziegler
Timekeeper:
Attendees: Adele DeFrancesco, Katharine Zatkowski, Scott Ziegler, Ellen Pollack, Nancy Stokes, Joan Pesce,
Observers:
Resource persons: Jeff Rouleau
Special notes: Next Meeting – June 7, 2005

Item # 1 | Web Site

Discussion: Nothing new since our last meeting. One of the board members has offered to use their assistant to update the web site on a monthly basis. We still need to develop and document the system for providing updated content.

Conclusions:

Action items: Develop system for updating web site	Person responsible: Carl/Katharine/Adele	Deadline:
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Item # 2 | Main Street Waterbury Annual Meeting

Discussion: The annual meeting will be held on May 23, 2005. Nancy and Katharine are finalizing the details.

Conclusions:

Action items: Determine and assign responsibilities.	Person responsible: Nancy/Katharine	Deadline: 5/23/05
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Item # 3 | Nonprofit Assistance Initiative

Discussion: Adele distributed her notes on networking that she summarized from this program. We did not discuss this and should do so at the next meeting, particularly as it relates to goals for the Organization Committee for the coming year.

Conclusions:

Action items:	Person responsible:	Deadline:
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Item # 4	Main Street Accreditation	
<p>Discussion: Main Street Waterbury received national accreditation, signifying that we have met the standards of performance for the Main Street Program. Scott will forward the email to all committee members that he received from Carl.</p> <p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:
Item # 5	Tour of Connecticut Bike Race	
<p>Discussion: The Waterbury leg of this annual event will be held on May 21, 2005. A number of committee members will help on the day of the event. Ellen was able to get The Bike Rack to donate a bicycle.</p> <p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:
Item # 6	Expand/Formalize Downtown Ambassador Program	
<p>Discussion: Discussed the need for a flyer to distribute to the senior housing in downtown. Scott asked for some help in developing that flyer. Bryan Baker is taking some of the coordination responsibilities and needs to be included in the on going development of the program.</p> <p>Conclusions:</p>		
Action items: Continue recruitment and coordination efforts. Update committee at next meeting.	Person responsible: Scott	Deadline: 6/7/05
Item # 7	Other Fundraising Events	
<p>Discussion: No new discussion</p> <p>Background: Joan raised the suggestion of organizing a garlic festival. There are several such events which have been very successful around the country and they appeal to a wide range of cultures. This is well off into the future and more than likely the earliest this could happen is the summer of 2006.</p> <p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:
Item # 8	Memorandum of Understanding/City Partnership	
<p>Discussion: No new discussion during this meeting</p> <p>Background: Connecticut Main Street Center, Main Street Waterbury and the City of Waterbury entered into an "Agreement for Participation as a Designated Connecticut Main Street Program" which outlines the responsibilities that each party will undertake in the Main Street Program. This does not create any financial obligations for the City but is important in providing the City with evidence that whatever contributions they do make is not wasted. The signed agreement is general in nature but does not preclude us from creating a template that can be used for specific projects (e.g., The Clean Team).</p> <p>Conclusions:</p>		
Action items: Create a "Memorandum of Understanding" template for future	Person responsible:	Deadline:

City/Main Street collaborations	Scott	1/11/05
Item # 9 Prize solicitation policy		
<p>Discussion: No new discussion during this meeting</p> <p>Background: We need to establish a policy and procedure for merchant donations and giveaways to avoid multiple committees soliciting merchants for the same event. Scott and Ellen will work on a draft document for committee and ultimately board approval.</p>		
Conclusions:		
Action items: Draft prize policy	Person responsible: Scott/Ellen	Deadline: 12/16/04
Item # 10 Clean Team		
<p>Discussion: No new discussion during this meeting</p> <p>Background: The Clean Team is up and running, albeit at a reduced presence than originally hoped for given the amount of funding obtained. The team is hitting litter trouble spots and the City is making a better effort and responding when calls are made about specific problem areas. A promotional campaign is also in the works with donations requested from the larger vendors doing business with the City. The Worx Group has agreed to help in this campaign. We also discussed the need to get the police department involved in enforcing littering ordinances.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
Item # 11 School Welcome Package		
<p>Discussion: No new discussion during this meeting</p> <p>Background: This may be appropriate for many schools and not just UCONN. Discussed trying to do this for next fall. Carl suggested contacting Jim Longo who heads student activities at UCONN.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
Item # 12 Downtown Branding Suggestions		
<p>Discussion: No new discussion during this meeting</p> <p>Background: The Promotion Committee sought feedback regarding ideas for "branding" Downtown Waterbury and asked for feedback from the other committees.</p>		
Conclusions:		
Action items:	Person responsible:	Deadline:
Item # 13	Media Participation	
<p>Discussion: No new discussion</p> <p>Background: Carl, Tom Hill and Jim Whitney are participating in a radio call-in show, every other Wednesday night from 6-7PM on WATR. The basic content is about all events in Waterbury but this gives Carl a great</p>		

opportunity to talk about Main Street.

Conclusions:

Action items:

Person responsible:

Deadline:

Item # 14 Informational Index Card

Discussion: No new discussion

At the November meeting we discussed several suggestions in response to the request for input to the Economic Restructuring Committee's idea of an informational index card that might be distributed in our members' normal course of business. Those suggestions were passed back. Scott will contact John Famiglietti to discuss implementation and development.

Note: Scott did discuss this with John Famiglietti and determined that the Organization Committee will take responsibility for this task.

Conclusions:

Action items:

Person responsible:

Deadline:

Develop final card design for committee approval

Scott

1/11/05
